



State of New Jersey
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
POST OFFICE BOX 340
TRENTON, NEW JERSEY 08625-0340

CHRIS CHRISTIE
Governor
Commander-in-Chief

☆
MICHAEL L. CUNNIFF
Brigadier General
The Adjutant General

**STATE EMPLOYEE
VACANCY ANNOUNCEMENT NO. V10-16**

OPENING DATE: 21 March 2016 **CLOSING DATE:** 11 April 2016
(Applications must be received or post-marked by the closing date)

POSITION: Summer Seasonals (May – October)
\$15.00 per hour

DUTY STATION: N.J. Department of Military and Veterans Affairs

Locations available are as follows:

Northern Region: Picatinny Armory, Teaneck Armory, Westfield Armory,
West Orange Armory, Woodbridge Armory

Central Region: Joint Base MDL Armory (3), Mercer Armory,
Bordentown Armory, Lawrenceville Headquarters (3)

Southern Region: Atlantic City Armory, Cherry Hill Armory, Vineland Armory

AREA OF CONSIDERATION: Application will be accepted from all interested New Jersey Department of Military and Veterans Affairs employees and outside applicants who meet the requirements listed below. Selection will be made from among the best qualified.

SELECTING OFFICIAL: Recommendation by the Construction and Facilities Management Officer, through the Deputy Adjutant General, to the Director, Human Resources Division.

DESCRIPTION OF POSITION: Under the direction of a state employee supervisor, performs all janitorial, maintenance, grounds work at a National Guard Facility.

BASIC QUALIFICATIONS REQUIRED:

Experience: Six (6) months of experience in the general care, maintenance and repair of buildings and grounds.

MUST BE 18 YEARS OF AGE OR OLDER TO APPLY (Proof Required).

License: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

RESIDENCY LAW: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," which became effective September 1, 2011, all persons newly hired by the State of NJ on or after that date shall have one year from the date of employment to establish, and then maintain, principal residence in the State of New Jersey. New Jersey state employees hired prior to September 1, 2011 who transfer from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

HOW TO APPLY:

FOR APPOINTMENT CONSIDERATION: Applicants who desire consideration must complete an "Application for Employment" and submit a cover letter, resume of experience and copy of all license/certifications. Completed form must be forwarded by the closing date either electronically to CareersCentral@njdmava.state.nj.us or by FAX to 609-530-7192 or mail to NJDMAVA (ATTN: HRD-PMRS), PO Box 340, Trenton, NJ 08625-0340. Forms may be obtained from our web site at <http://www.nj.gov/military/personnel/forms/DPF-663-032515-editable-v1.pdf>, or from the Human Resources Division or call (609) 530-7038.

PLEASE NOTE ON YOUR APPLICATION WHAT FACILITY YOU ARE APPLYING FOR.

EQUAL EMPLOYMENT OPPORTUNITY: Selection will be made without consideration of race, religion, sex, affectional or sexual orientation, marital status, national origin, age, lawful political or other affiliations, membership or non-membership in an employee organization, physical disability which does not prevent normal performance of duties, or other non-merit factors. In compliance with the provisions of the Americans with Disabilities Act, Public Law 101-336, a Telecommunications Device for the Deaf (TDD) has been installed at HQS NJDMAVA, Human Resources Division. Telephone number for the hearing impaired is 609-530-6966.

DISTRIBUTION: *A, AI, A2, D, E, S*
 Cemetery
 Veterans Haven North and Veterans Haven South
 VSO
 Youth Challenge Academy